

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
November 1, 2023

6:30 PM Executive Session

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**  
**Conference ID: 432 065 01#** or [Click here to join the meeting](#)

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER

2. AMENDMENTS TO AGENDA

3. RECOGNITIONS AND AWARDS

4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA  
ITEMS

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

5. APPROVAL OF MINUTES

- A. October 17, 2023 Executive Session
- B. October 17, 2023 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Disposition of Obsolete or Broken Town-Owned Equipment

7. OLD BUSINESS

8. NEW BUSINESS

- A. Board of Education Construction Projects: Amendment of 5 Year Capital Improvement Plan, Appropriation of Funds, Authorization for State Grant Applications and Referral to the Public Building Commission
  - 1. Hockanum School Steam Tunnel Piping Abatement
  - 2. East Hartford Middle School Partial Flooring Abatement
  - 3. Norris Elementary School Roof Replacement
  - 4. Norris Elementary School Flooring Abatement
- B. Grant Application from State of CT via CT Youth Services Association re: Support and Enhancement of Services of East Hartford Juvenile Review Board
- C. Allocation of ARPA Funds re: Fencing Upgrades at Town Pools
- D. Bid Waiver: Purchase of Auto Parts for Fleet Vehicles from Best Automotive Parts, LLC
- E. Recommendation from Personnel and Pensions Subcommittee re: Proposed Revision of Job Description for "Career Coach"

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending assessment (tax) appeal known as 22 32 PROSPECT STREET, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073226-S, involving real property located at 22-26-32 Prospect Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- B. The pending assessment (tax) appeal known as 525-527 MAIN STREET EAST HARTFORD, LLC v. TOWN OF EAST HARTFORD – HHB-CV-22-6073230-S, involving real property located at 525-527 Main Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- C. The pending assessment (tax) appeal known as BEBY, LLC SINGER REALTY v. TOWN OF EAST HARTFORD – HHB-CV22-6073432-S, involving real property located at 775 Silver Lane, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- D. The pending assessment (tax) appeal known as VILLAGE STREET PROPERTIES, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073433-S, involving real property located at 48-54 Village Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- E. The pending assessment (tax) appeal known as JAKIRAM, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073234-S, involving real property located at 160 Governor Street, East Hartford and 182 Governor Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: November 21, 2023 at Community Cultural Center)

Community Cultural Center Room 111

October 17, 2023

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson (via Teams), Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai, Harry O. Amadasun, Jr., Thomas Rup and Travis Simpson

ALSO James Tallberg, Corporation Counsel  
PRESENT Attorney Jonathan Reik, McGann Bartlett and Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:18 p.m.

MOTION By John Morrison  
seconded by Don Bell

to **go into** Executive Session to discuss the following:

A. The pending workers' compensation claim of former Town employee, David Brochu

Motion carried 9/0

MOTION By John Morrison  
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell

to **adjourn** at 7:28 pm

Motion carried 9/0

Attest \_\_\_\_\_  
Richard F. Kehoe  
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

October 17, 2023

PRESENT Chair Richard F. Kehoe, Vice Chair Don Bell, Majority Leader Sebrina Wilson (via Teams), Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

ABSENT

ALSO Connor Martin, Chief of Staff  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
Laurence Burnsed, Director of Health and Social Services (via Teams)  
Ted Fravel, Director of Parks and Recreation (via Teams)  
Kevin Munson, Fire Chief  
Lt. Paul Neves, East Hartford Police Department

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:31 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Chief of Staff Martin

- wished all a good evening.
- The Town has partnered with local Main Street businesses to offer a contest in promotion of Small Business Saturday on November 25th. The contest runs from October 23 through November 22 and information on how to participate is available at the Community Cultural Center and both libraries.
- The Town has partnered with the East Hartford Tennis Club to offer indoor pickleball for local senior residents 55 years of age and older. Sessions are Tuesdays and Thursdays from 1:00-3:00 pm.
- East Hartford Works! invites all individuals who are new homeowners or are about to purchase their first home, to an information session to be held Wednesday, November 8th from 6:00-7:00 pm at East Hartford Public Library (840 Main Street).
- East Hartford Health Department is offering residents, aged 12 and older, a flu and COVID-19 vaccination clinic at the Senior Center (15 Milbrook Drive) on Friday, October 27th from 1:00-4:00 pm.

- A Public Hearing on the Town's 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report will be held Monday, November 6, 2023 at 11:00 am., in room 105 of the Community Cultural Center (50 Chapman Place).

## APPROVAL OF MINUTES

### October 3, 2023 Executive Session

MOTION By Sebrina Wilson  
seconded by Don Bell

to **approve** the minutes of the October 3, 2023 Executive Session

Motion carried 9/0

### October 3, 2023 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Don Bell

to **approve** the minutes of the October 3, 2023 Regular Meeting

Motion carried 9/0

### October 11, 2023 Special Meeting

MOTION By Sebrina Wilson  
seconded by Don Bell

to **approve** the minutes of the October 11, 2023 Special Meeting

Motion carried 9/0

## COMMUNICATIONS AND PETITIONS

### Town On-Call Service Contract Report

Chair Kehoe stated that pursuant to Ordinance 10-6(a), the administration is required to provide a report on the amounts expended on each on-call service contract during the previous fiscal year within 60 days of the end of such fiscal year. The Chair summarized the report and types of services provided through on-call contracts, including electrical work, engineering, and architectural services. Two contracts have reached the end of their permitted five-year window and will be heading out to bid.

### Resignations from Boards and Commissions

The Chair stated that James Arsenault Jr. has resigned from the Economic Development Commission and that recently appointed Anthony Sweet has decided to step away from the Fair Rent Commission. The Chair thanked both residents for their continued service and involvement in the community.

OLD BUSINESS

NEW BUSINESS

Grant Applications

CT Department of Transportation Distracted Driving High Visibility Enforcement Grant

MOTION By Angie Parkinson  
seconded by John Morrison

to **adopt** the following resolution:

**WHEREAS**, the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the FY 2024 Distracted Driving High Visibility Enforcement Campaign; and

**WHEREAS**, this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban;

**NOW THEREFORE LET IT BE RESOLVED**; That Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CT DOT and NHTSA as they pertain to the 2023 Distracted Driving High Visibility Enforcement Campaign.

*On call of the vote, the motion carried 9/0*

US Department of Homeland Security Emergency Management Performance Grant

MOTION By Angie Parkinson  
seconded by Don Bell

to **adopt** the following resolution:

**RESOLVED**, that Town of East Hartford, Connecticut may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Michael P. Walsh, as Mayor of the Town of East Hartford, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

*On call of the vote, the motion carried 9/0*

Agreement with Liturgical Publications, Inc. re: Senior Services Monthly Newsletter

MOTION By Angie Parkinson  
seconded by John Morrison

pursuant to Section 10-4a of Town Ordinances, the East Hartford Town Council **authorize** the Mayor of the Town of East Hartford to enter into a contract with Liturgical Publications, Inc., in the form presented to the Council, with such non-material changes as deemed reasonable and necessary by the Office of the Corporation Counsel.

Motion carried 9/0

Recommendations from Personnel and Pensions Subcommittee

Revision of Job Description for Position of Fire Services Technician Heavy Mechanic

MOTION By Awet Tsegai  
seconded by Tom Rup

to **approve** the Proposed Revision of Job Description for the Position of “Fire Services Technician Heavy Mechanic” in the Fire Department, dated October 1, 2023 as presented at the October 12, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Creation of Job Description for Position of Municipal Communications Specialist

MOTION By Awet Tsegai  
seconded by

to **approve** the Proposed Job Description for “Municipal Communications Specialist” in the Department of the Mayor’s Office and recommended paygrade 8 under the Systemic Pay Plan for East Hartford Town Employees, effective November 1, 2023, as presented at the October 12, 2023 Personnel and Pensions Subcommittee meeting.

Motion carried 9/0

Referral to Personnel and Pensions Subcommittee re: Proposed Revisions of Job Description for “Career Coach”

MOTION By Awet Tsegai  
seconded by Tom Rup

to **refer** to the Personnel & Pensions Subcommittee proposed revisions to the job description for the position of “Career Coach” as provided in a memo from Mayor Michael P. Walsh to Rich Kehoe, Town Council Chair dated October 10, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Appointment of Goviana Morales to Fair Rent and Quality Housing Commission

MOTION By Harry Amadasun  
seconded by John Morrison

to approve the appointment of (Tenant) Goviana Morales, 28 Clement Rd, to the Fair Rent and Quality Housing Commission with term to expire 12/25.

Motion carried 9/0

Amusement Permit Applications

Trunk or Treat

MOTION By Harry Amadasun  
seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “Trunk or Treat” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, October 28, 2023, from 5:00 pm — 7:00 pm with set up at 2:30 pm with a rain date of Tuesday, October 31, 2023, to be located in the parking lot across from 50 Chapman Place, and **waive** the associated permit fee under the provisions of (TO) 5-6(a), since this a free community event, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0

Trick or Treat Trail

MOTION By Harry Amadasun  
seconded by Travis Simpson

to **approve** the outdoor amusement permit application entitled “Trick or Treat Trail” as submitted by Scott Sansom, Chief of Police, scheduled for Sunday, October 29, 2023, from 1:00 PM - 3:00 PM with set up starting at 10:00 AM at the Town Green / Alumni Park, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0

Refund of Taxes

MOTION By Harry Amadasun

seconded by Travis Simpson

to approve a total refund of taxes in the amount of \$20,897.35 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 9/0

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2022-03-0051877	ARIS ROSHAWN K	322 PARK AVE	EAST HARTFORD, CT 06108	2021/KM8J3CALOMU408921	-353.98
2022-03-0054025	BORNSTEIN MARC H	35 KENCOVE DR	EAST HARTFORD, CT 06118-3130	2008/1J8HR58278C208715	-12.76
2022-03-0056404	CHARETTE-FRANCOEUR CYNTHIA A	23 HOWARD ST	EAST HARTFORD, CT 06108-2117	2014/4S4BRBCCE3275325	-30.37
2022-03-0057075	COLLADO ARNALDO D	31 HIGH ST APT 3104	EAST HARTFORD, CT 06118-1875	2004/1HGEM22944L044994	-60.53
2022-03-0057274	COLORADO DIAZ GUSTAVO A	22 HIGH CT APT 4	EAST HARTFORD, CT 06118	2008/JTEBU14R58K010594	-22.43
2022-03-0058509	CURRIE-DYSON DENISE C	40 SAUNDERS ST # 1FL	EAST HARTFORD, CT 06108-3121	2019/4JGDA5GB7KB218233	-409.84
2021-01-0002103	C2HPS LLC	43 THOMAS ST	EAST HARTFORD, CT 06108	43-45 THOMAS ST	-1,038.12
2022-03-0058836	DANIELS KARL S JR	45 FOREST ST	EAST HARTFORD, CT 06118-2311	2015/55SWF4KBFU089499	-207.42
2022-03-0060124	DIXON FRANCES L	16 LARAIA AVE	EAST HARTFORD, CT 06108-2731	2018/5NPD74LF1JH351539	-8.81
2021-03-0062164	FIRST TRANSIT INC	148 ROBERTS ST	EAST HARTFORD, CT 06108-3609	2013/1FD7X2B65DEA17193	-400.47
2022-03-0062738	FIRST TRANSIT INC	148 ROBERTS ST	EAST HARTFORD, CT 06108-3609	2013/1FD7X2B65DEA17193	-533.98
2022-03-0066584	HIGLEY DYSHAWN C	31 HIGH ST APT 4207	EAST HARTFORD, CT 06118-1876	2000/WBAGH8348YDP08261	-16.23
2022-03-0066937	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA, GA 30022	2020/3CZRUE6H54LM715227	-101.94
2021-03-0066786	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2020/KM8R5DHE3LU100571	-1,173.10
2022-03-0067508	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2020/KM8R5DHE3LU100571	-1,036.12
2022-03-0067595	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2022/KM8K3CAB3NU897926	-354.14
2022-03-0069130	KENNEDY JASON P ESTATE OF	18 LONGVIEW DR	SIMSBURY, CT 06070	2012/1HGCP2E30CA069505	-101.12
2021-01-0014708	LERETA ATTN: CENTRAL RECORDS	901 CORPORATE CENTER DR	POMONA, CA 91768	54 MICHAEL AVE LAND	-575.23
2021-01-0009087	LERETA ATTN: CENTRAL RECORDS	901 CORPORATE CENTER DR	POMONA, CA 91768	54 MICHAEL AVE	-2,282.68
2022-03-0070690	LEWIE NANCY L	460 GOODWIN ST	EAST HARTFORD, CT 06108-1218	2011/1J4NF4G86BD213043	-13.34
2022-03-0071123	LOPEZ DIAZ FELIX J JR	72 WARREN DR	EAST HARTFORD, CT 06118-1140	2003/2T1BR32E43C022473	-53.95
2022-03-0071637	MACNEAL LILLIAN R	408 OAKLAND RD	SOUTH WINDSOR, CT 06074	2013/3N1A87AP1DL774188	-27.33
2022-03-0075623	NISSAN INFINITI LT LLC	P O BOX 650214	DALLAS, TX 75265-9523	2019/KNMAT2MV1KP521882	-478.63
2022-03-0080096	RIVERA JAZMIN	37 PORTERBROOK AVE	EAST HARTFORD, CT 06118-3225	2017/5FNFY6H95HB087138	-187.03
2022-03-0081582	ROZIE GERALDINE M	446 MAIN ST APT 115	EAST HARTFORD, CT 06118-1437	2006/1G1AL55F667717937	-20.61
2022-03-0082327	SANTANA ORTIZ CARMEN M	92 HIGBIE DR	EAST HARTFORD, CT 06108-2840	2003/1HGCM56303A055905	-16.89
2022-03-0083985	SODERQUIST JAMES C	407 BURNSIDE AVE	EAST HARTFORD, CT 06108-2449	2022/1HD1YBK19NB015394	-48.68
2022-03-0083986	SODERQUIST JAMES C	407 BURNSIDE AVE	EAST HARTFORD, CT 06108-2449	2009/1D7HW22K29S744279	-48.69
2022-03-0085884	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/2T3P1RFV1LW095137	-508.79
2022-03-0085919	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2021/JTDEPMAEOMJ168594	-337.42
2022-03-0086554	USB LEASING LT	1850 OSBORN AVE	OSHKOSH, WI 54902	2019/3C4NJDBB4KT847182	-421.39
2022-03-0087066	VCFS AUTO LEASING CO	PO BOX 91300	MOBILE, AL 36691	2021/YV4102RK6M1695442	-152.92
2022-03-0087212	VELASQUEZ PEREZ NORMA	41 GLENN RD APT C7	EAST HARTFORD, CT 06118	2009/JF1GE60649H519807	-11.66
2021-04-0087254	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WAUAABAF47MA087021	-74.63
2021-03-0086384	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WAUDNAF42KN019123	-62.54
2021-01-0015116	WADE BONITA D	900 HEMLOCK AVE APT 141	SOUTH WINDSOR, CT 06074	75 KINGSTON DR	-5,724.01
2022-01-0015657	WOJNILO EUGENE	267 GOODWIN ST	EAST HARTFORD, CT 06108	267 GOODWIN ST	-3,989.57
<b>TOTAL</b>					<b>\$ (20,897.35)</b>



The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on Wednesday November 1, 2023.

Attest \_\_\_\_\_  
Jason Marshall  
TOWN COUNCIL CLERK



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 20, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor  
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment

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Pursuant to Section 10-3 (c), this memo serves as a notification of intent by Fire Department to dispose of obsolete chairs.

The memo has been circulated among all department and received no interest. However, the Mayor's Office will keep plain black plastic chairs, while the fabric-covered chairs will be disposed of.

Please place this item on the Town Council agenda as a communication for the November 1, 2023 meeting.

C: K. Munson, Fire Chief  
R. Leach, FD Captain

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: ECLC at Hockanum School Tunnel Piping Abatement

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Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the to the ECLC at Hockanum School Tunnel Piping Abatement Project.

The ECLC at Hockanum School infrastructure project to abate and replace pipe insulation has been approved by the East Hartford Board of Education.

This project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: M. McCaw, Chief Administrative Officer  
B. Whittaker, BOE Chief Operations Officer  
J. Rovezzi, BOE Asst. Director-Facilities



## MEMORANDUM

**DATE:** November 1, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa N. McCaw, CAO and Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** **Board of Education - ECLC at Hockanum School Tunnel Piping Abatement**

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By way of this memo, attached please find a resolution related to the ECLC at Hockanum School Tunnel Piping Abatement Project.

The ECLC at Hockanum School infrastructure project to abate and replace pipe insulation has been approved by the East Hartford Board of Education. This project, however, requires Town Council approval before it can move forward.

The attached resolution adds the project to the Town's 5-Year Capital Improvement Plan, approves the total project appropriation, authorizes submittal of a grant request to the State Department of Administrative Services, Office of School Construction and Grants Review, for school renovation projects and allocates the local share of funding as a match to the grant request.

I have attached the Board of Education materials for your review in consideration of this request.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ben Whittaker, BOE Chief Operations Officer  
James Rovezzi, BOE Asst. Director- Facilities



**EAST HARTFORD PUBLIC SCHOOLS**

**EDUCATIONAL SPECIFICATIONS  
OF  
SCHOOL CONSTRUCTION GRANT APPLICATION**

**PROJECT:  
HOCKANUM (ECLC) SCHOOL  
STEAM TUNNEL ABATEMENT**

191 Main Street, East Hartford, CT 06118

**SUBMITTED TO:  
STATE DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF CONSTRUCTION SERVICES  
OFFICE OF SCHOOL CONSTRUCTION GRANTS**

450 Columbus Blvd, Suite 1503  
Hartford, CT 06103  
860-713-6480

Prepared by:  
James Rovezzi, Assistant Director of Facilities  
East Hartford Public Schools  
860-622-5952

September 26, 2023

## EDUCATIONAL SPECIFICATIONS

### PROJECT:

#### East Hartford Hockanum (ECLC) School Steam Tunnel Abatement

#### 1. PROJECT RATIONALE

Hockanum School was constructed in 1949 and the existing (original) pipe insulation located below grade in the steam tunnel directly below the school has deteriorated to the point where it has dislodged from the piping. The deteriorated insulation contains asbestos and creates a “hazardous condition” for our maintenance and contractor personnel to perform services and repairs. A full abatement will be necessary to remove all existing insulation and then to reinsulate piping throughout the steam tunnel.

#### 2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize Hockanum School in its current capacity for the next twenty years and beyond.

#### 3. THE PROJECT- Building-Wide

Current space: Project will impact the entire school, consisting of the below grade steam tunnels and associated pipes running throughout the original building (1949). The following instructional and support spaces are included above this area:

- (2) Self Contained Special Education Pre-K Classrooms
- (4) Integrated Pre-K Classrooms
- (13) General Education Pre-K Classrooms
- (1) Adult Education Classroom
- (1) Community Outreach Parent Training Classroom
- (1) Accelerated Specialist & Behavioral Support Classroom
- Special Education Office
- Special Education Resource Teacher/Service Room
- Occupational/Physical Therapy Office
- Social Worker/Service Office
- School Based Health Clinic Suite
- Enrollment Office
- Parent Support Office
- Health & Nutrition Office
- Gymnasium and storage
- Kitchen Prep and food storage
- Main office and principal’s office
- Nurses office and storage
- Staff Professional Development Meeting Room
- Staff Lounge

- Restrooms
- Mechanical rooms and custodial closets

The existing steam tunnel piping contains asbestos and is original to the building (1949)

Construction: Abatement will not directly impact the instructional spaces, as all work will be completed below grade in the steam tunnel. Existing insulation on piping will be abated and removed, and a new insulation system will be installed.

Final Space: Same as current space.

FF&E: None.

\*\*\*\*\*

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.

Ceilings: Not applicable.

Lighting: Not Applicable.

HVAC: Not Applicable

Plumbing: Not Applicable

Chimney: Not applicable.

Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

This East Hartford Hockanum ECLC Steam Tunnel Abatement project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Hochanum ECLC School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- PTO sponsored fundraisers and community events
- Special Education Summer Class
- YMCA Summer Camps
- After School Program



*Department of Facilities*

## **Hockanum (ECLC) School Steam Tunnel Abatement Project**

### **Project Description and Budget**

September 26, 2023

East Hartford Public Schools Department of Facilities is proposing a project to abate (remove) the existing asbestos containing pipe insulation and replace with new insulation .

#### Background / Existing Conditions

The Hockanum school was constructed in 1949 and has a unique feature of having below-grade tunnels which house all of the steam piping for the school. The existing pipe insulation contains asbestos, which was commonly used for its insulation and heat retardant properties. Over time, this insulation has deteriorated to the point where it has dislodged from the piping. This condition has allowed condensate to “sweat” off the pipes and infiltrate into the pipe wrapping losing its ability to insulate which causes the Boilers to use more fuel to sustain temperature. Deteriorated insulation also creates a “hazardous condition” for our maintenance and contractors who need to access the tunnel to perform service and repairs.



Continued deterioration of the insulation over time will affect the existing piping leading to corrosion and rupture. Emergency repair of any below grade steam leak is costly, it will be cause for school closure especially if it occurs during the heating season. Escaping heat from poorly insulated piping can also cause damage to the concrete structure, not to mention higher operating costs, among other issues. It is critical to replace the insulation system to protect this underlying and expensive asset. A conditions report produced in 2017 by TRC, the Districts Environmental Consultant, documented the deterioration of the insulation, and it has only worsened over the past 6 years. A full abatement of the steam tunnel and reinsulating is the only solution, at the same time eliminating the potential health hazards and the risk of needing an emergency abatement should a leak occur.

## Project Overview

Project will properly abate all old and deteriorated insulation and be replaced with more energy efficient insulation encapsulating the lengths and connections of the entire steam piping network located in the tunnel directly below the building. The abatement process will require the school to be completely off limits to students and related activities during the Summer of 2024. Once completed, the building will be re-opened to students for the school year in August of 2024.



Example of NEW Steam Pipe Insulation

## Project Budget

<b>Design</b> – Includes: Abatement Plans and specs, CT DPH application, pre-bid conference and contractor selection, abatement project management and required monitoring, air quality testing, and miscellaneous design drawings and professional services required for the State process.	<u>\$30,000</u>
<b>Construction</b> - Abatement and removal of all insulation and installing energy efficient insulation including a 5% contingency	<u>\$300,000</u>
<b>Project Total</b>	<b>\$330,000</b>

Estimated State Reimbursement @ 76.43% = **\$252,219**

**Estimated Local Share @ 23.57% = \$77,781. A local share budget of \$80,000 has been carried to account for unforeseen ineligible.**

## Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants program as a Code Correction project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of the project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application (State OSCG Form ED-049).

The Board of Education will fund the entire local share (\$80,000) of the project out of its FY2024 operating budget.

## Procedural Steps

- October 16 , 2023- Review and Approval of this document and Education Specs by Facilities Committee
- October 16, 2023 - Review and Approval of this document and Education Specs by Board of Education
- November 1 , 2023 - Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- December 2023 - Grant application and design work can commence.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: East Hartford Middle School (B and H buildings – Partial)  
Flooring Abatement

---

Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the to the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project.

The East Hartford Middle School infrastructure project to abate and replace flooring in part of B and H Buildings has been approved by the East Hartford Board of Education.

This project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: M. McCaw, Chief Administrative Officer  
B. Whittaker, BOE Chief Operations Officer  
J. Rovezzi, BOE Asst. Director-Facilities



## MEMORANDUM

**DATE:** November 1, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa N. McCaw, CAO and Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** **Board of Education – East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement**

---

By way of this memo, attached please find a resolution related to the East Hartford Middle School (B and H Buildings-Partial) Flooring Abatement Project.

The East Hartford Middle School infrastructure project to abate and replace flooring in part of B and H Buildings has been approved by the East Hartford Board of Education. This project, however, requires Town Council approval before it can move forward.

The attached resolution adds the project to the Town's 5-Year Capital Improvement Plan, approves the total project appropriation, authorizes submittal of a grant request to the State Department of Administrative Services, Office of School Construction and Grants Review, for school renovation projects and allocates the local share of funding as a match to the grant request.

I have attached the Board of Education materials for your review in consideration of this request.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ben Whittaker, BOE Chief Operations Officer  
James Rovezzi, BOE Asst. Director- Facilities



**EAST HARTFORD PUBLIC SCHOOLS**

**EDUCATIONAL SPECIFICATIONS**  
**OF**  
**SCHOOL CONSTRUCTION GRANT APPLICATION**

**PROJECT:**  
**EAST HARTFORD MIDDLE**  
**SCHOOL PARTIAL FLOORING**  
**ABATEMENT PROJECT**

777 Burnside Avenue, East Hartford, CT 06108

**SUBMITTED TO:**  
**STATE DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**DIVISION OF CONSTRUCTION SERVICES**  
**OFFICE OF SCHOOL CONSTRUCTION GRANTS**

450 Columbus Blvd, Suite 1503

Hartford, CT 06103

860-713-6480

Prepared by:  
Jim Rovezzi, Assistant Director of Facilities  
East Hartford Public Schools  
860-622-5952  
September 20, 2023

# EDUCATIONAL SPECIFICATIONS

## PROJECT:

### East Hartford Middle School Partial Flooring Abatement Project

#### 1. PROJECT RATIONALE

East Hartford Middle School, was constructed in 1954, with additions in 1959, 1968 and 1972 and mostly comprised of the Vinyl Asbestos Tile (VAT) flooring in Building “H” and “B” consisting of around 32,000 square foot which is original to the building. The VAT flooring is worn and patching in many areas and is beyond its useful life and needs to be removed requiring an abatement.

In section “H” about 22,000 square feet of existing VAT is present (hallways, classrooms, offices, and support spaces), and in section “B”, about 10,000 square feet of VAT in hallways. Project will properly abate all VAT and mastic and will replace new Vinyl Composition Tile (VCT).

#### 2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize the East Hartford Middle School in its current capacity for the next twenty years and beyond.

#### 3. THE PROJECT- Select Areas

Current space:                      Project will impact the following instructional and support spaces:

<u>Room #</u>	<u>Room Type</u>
#150	Classroom
#152	Classroom
#153	Classroom
#154	Classroom
#155	Classroom
#156	Classroom
#156	Classroom
#250	Classroom
#251	Classroom
#252	Classroom
#253	Classroom
#254	Classroom
#255	Classroom
#258	Classroom
#260	Classroom
Suite	School Based Health Center
1 <sup>st</sup> Floor	Hallway
2 <sup>nd</sup> Floor	Hallway

**Construction:**

Current Space: Classrooms, Offices and support spaces in section "H" with a total of approximately 17,000 square feet.  
Construction: All furniture will be temporarily moved out of these areas, existing flooring and mastic in spaces properly abated (removed and disposed), new Vinyl Composition Tile installed, and furniture moved back into place.  
Final Space: Same as current space.  
FF&E: None, Moves only.

\*\*\*\*\*

Current space: Corridors in "H" & "B" Sections serving classrooms and support areas with a total corridor space of approximately 15,000 square feet.  
Construction: Existing flooring and mastic in hallways to be properly abated (removed and disposed), and new Vinyl Composition Tile installed.  
Final Space: Same as current space.  
FF&E: None

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.  
Public Address: Not applicable.  
Technology: Not applicable.  
Phone System: Not applicable.  
Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.  
Ceilings: Not applicable.  
Lighting: Not Applicable.  
HVAC: Supply and return registers will be properly sealed during abatement, then returned to service.  
Plumbing: Not applicable.  
Chimney: Not applicable.  
Windows/Doors: No modifications, but doors and windows in containment areas will be properly sealed during abatement, then returned to service.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.  
Parking: Not applicable.  
Drives: Not applicable.  
Walkways: Not applicable.  
Outdoor Athletic Facilities: Not applicable.  
Landscaping: Not applicable.  
Site Improvements: Not applicable.

## 7. **CONSTRUCTION BONUS REQUESTS**

Middle School Partial Flooring Abatement project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

## 8. **COMMUNITY USES**

Middle School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- PTO sponsored fundraisers and community events
- Nightly open Gyms
- Open Swim
- Basketball League
- Dance recitals
- Police & Fire testing
- Police Diving certification
- Life guard certification
- Special Olympic Teams
- Winter/spring concerts
- Summer youth programs
- YMCA summer camps
- Senior swimming
- EH Park & Rec Cheerleaders
- Indoor soccer
- Swimming lessons
- EH Parks & Recreations Camps



*Department of Facilities*

## **East Hartford Middle School Partial Flooring Abatement Project**

### **Project Description and Budget**

September 20, 2023

East Hartford Public Schools Department of Facilities is proposing a project to abate (remove) and replace asbestos containing tile flooring in Building “H” and “B” at the Middle School and to replace with new Vinyl Composition Tile.

#### Background / Existing Conditions

East Hartford Middle School was constructed in 1954, with significant additions in 1959, 1968 and 1972. And much of the existing flooring in Building “H” and “B” is mostly original consisting of Vinyl Asbestos Tile (VAT) encompassing approximately 32,000 square feet in these sections of the school.



In Section “H”, there is approximately 17,000 square feet of existing VAT (hallways, classrooms, offices and support areas) and 15,000 square feet of VAT (hallways) in Section “B”. Aside from appearing very dated and worn, there are several areas of flooring that have been patched over the years with mis-matched tiles, and other areas where the tiles are damaged to the point of being a hazard. Creating uniformity in the facility will create a much better user experience and a “fresh” look for a dated facility while eliminating potential health hazards and the risk of needing an emergency abatement.

**Project Overview**

Project will properly abate all VAT and mastic and new Vinyl Composition Tile (VCT) will be installed in its place and a new flooring design scheme will be adopted similar to recent full scale abatement project , which consists of a selected color tile (field/primary) with random solid accent color tiles in the hallways (example shown in photo), and a darker field color in the classrooms. The abatement process will require the school to be completely shut down during the Summer of 2024. All furniture will be moved into the gymnasiums, with additional on-site storage containers if required. When the abatement process is complete and air testing confirms the building is safe to re-occupy, new VCT flooring will be installed and a protective finish applied prior to moving all furniture back. The building will be opened for the school year in late August of 2024



**Project Budget**

<p><b>Design</b> – Includes: Abatement Plans and specs, CT DPH application, pre-bid conference and contractor selection, abatement project management and required monitoring, air quality testing, and miscellaneous design drawings and professional services required for the State process.</p>	<p><u>\$17,000</u></p>
<p><b>Construction</b>- Abatement and removal of VAT and Mastic, install new VCT flooring and vinyl cove base. Includes moving services and 5% contingency</p>	<p><u>\$441,344</u></p>
<p><b>Project Total</b></p>	<p><b>\$458,334</b></p>

Estimated State Reimbursement @ 76.43% = **\$350,305**

**Estimated Local Share @ 23.57% = \$108,029. A local share budget of \$110,000 has been carried to account for unforeseen ineligibles.**

## Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants program as a Code Correction project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of the project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application (State OSCG Form ED-049).

The Board of Education will fund the entire local share (\$110,000) of the project out of its FY2024 operating budget.

## Procedural Steps

- October 16 , 2023- Review and Approval of this document and Education Specs by Facilities Committee
- October 16, 2023 - Review and Approval of this document and Education Specs by Board of Education
- November 1 , 2023 - Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- December 2023 - Grant application and design work can commence.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Norris Elementary School Roof Replacement

---

Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the O'Brien Elementary School Roof Replacement Project.

The Norris Elementary School infrastructure project to replace the roof has been approved by the East Hartford Board of Education.

This project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: M. McCaw, Chief Administrative Officer  
B. Whittaker, BOE Chief Operations Officer  
J. Rovezzi, BOE Asst. Director-Facilities



## MEMORANDUM

**DATE:** November 1, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa N. McCaw, CAO and Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** **Board of Education - Norris Elementary School Roof Replacement**

---

By way of this memo, attached please find a resolution related to the O'Brien Elementary School Roof Replacement Project.

The Norris Elementary School infrastructure project to replace the roof has been approved by the East Hartford Board of Education. This project, however, requires Town Council approval before it can move forward.

The attached resolution adds the project to the Town's 5-Year Capital Improvement Plan, approves the total project appropriation, authorizes submittal of a grant request to the State Department of Administrative Services, Office of School Construction and Grants Review, for school renovation projects and allocates the local share of funding as a match to the grant request.

I have attached the Board of Education materials for your review in consideration of this request. Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ben Whittaker, BOE Chief Operations Officer  
James Rovezzi, BOE Asst. Director-Facilities



**EAST HARTFORD PUBLIC SCHOOLS**

**EDUCATIONAL SPECIFICATIONS  
OF  
SCHOOL CONSTRUCTION GRANT APPLICATION**

**PROJECT:  
NORRIS ELEMENTARY SCHOOL  
ROOF REPLACEMENT**

40 Remington Road, East Hartford, CT 06108

**SUBMITTED TO:  
STATE DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF CONSTRUCTION SERVICES  
OFFICE OF SCHOOL CONSTRUCTION GRANTS**

450 Columbus Blvd, Suite 1503  
Hartford, CT 06103  
860-713-6480

Prepared by:  
James Rovezzi, Assistant Director of Facilities  
East Hartford Public Schools  
860-622-5952

September 20, 2023

## EDUCATIONAL SPECIFICATIONS

### PROJECT: Norris Elementary School Roof Replacement

#### 1. PROJECT RATIONALE

Norris Elementary School was constructed in 1957 and additions built in 1962 & 1996. The roofing shingles on the North Wing were last replaced in 1989, and 1996 when the last addition was constructed. A major roofing repair was performed to a section of the 100 West Wing in 2013 where a 3-tab style shingle was installed as part of an insurance claim due to storm damage. The architectural shingles from the 1996 addition have been rapidly deteriorating leading to roof leaks which frequently require repair. It is important to note that these shingles experienced a premature failure where EHPS placed a claim with the manufacturer BPco (Building Products Co.) and received a pro-rated settlement for faulty shingles in 2018.

#### 2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize Norris Elementary School in its current capacity for the next twenty years and beyond.

#### 3. THE PROJECT- Building-Wide

Current space: Project will impact the entire school, consisting of the roof covering the original building (1957), including the additions (1962 & 1996). Total roofing area is about 54,450 square feet. The following instructional and support spaces are included under this roof area:

<u>Room #</u>	<u>Room Type</u>
#101	Classroom Grade 3
#103	Classroom Grade 4
#105	Classroom Grade 5
#113	Classroom Grade 4
#115	Classroom Grade 3
#112	Classroom Grade 3
#114	Classroom Grade 5
#116	Music Classroom
#118	Art Classroom
#212	Classroom Grade 1
#213	Classroom Grade 2
#214	Classroom Grade 1
#215	Classroom Grade 2
#216	Classroom Grade 1
#218	Classroom Grade
#142	Supply Room
No Rm.#	Main Offices (4 rooms)
No Rm.#	Health Room (Nurse)

No Rm.#	Cafeteria/Auditorium
No Rm. #	Main Kitchen
#208	Teachers Work Room
#206	Teachers Lounge
#210	School Supplies Room
#203	Custodians Office
No Rm.#	Restroom by Custodians Office
#303	School Psychologist
#301	Speech & Language Pathologist
#305	Student Self Containment Rm 1
#307	Student Self Containment Rm 2
#302	Kindergarten
#304	Kindergarten
#306	Kindergarten
#308	Kindergarten
#309	Media Center
No Rm.#	Media Center offices (2)
#315	Gymnasium, office & storage
100 Section	Hallway/Corridor
200 Section	Hallway/Corridor
300 Section	Hallway/Corridor

The current roof system is a wooden truss pitched roof sheathed in plywood and covered in underlayment and architectural shingles.

Construction: Construction will not directly impact the instructional spaces, as all construction will be done from roof. Existing roofing system will be removed down to roof decking, rotted sections of roof decking replaced, and new flashings, underlayment, and architectural shingles installed.

Final Space: Same as current space.  
FF&E: None.

\*\*\*\*\*

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.  
Public Address: Not applicable.  
Technology: Not applicable.  
Phone System: Not applicable.  
Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.  
Ceilings: Not applicable.  
Lighting: Not Applicable.

HVAC: Not Applicable  
Plumbing: Not Applicable  
Chimney: Not applicable.  
Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.  
Parking: Not applicable.  
Drives: Not applicable.  
Walkways: Not applicable.  
Outdoor Athletic Facilities: Not applicable.  
Landscaping: Not applicable.  
Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Norris Elementary School roofing project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Norris Elementary School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- Adult Education programs
- Basketball practices
- General meeting space
- PTO sponsored fundraisers and community events
- Voting Poles
- Town Parks & Recreation Camps
- Summer School
- YMCA Camps
- After School Program



## *Department of Facilities*

# Norris Elementary School (40 Remington Road) Roof Replacement Project

## **Project Description and Budget**

Date: September 21, 2023

**The East Hartford Public Schools Department of Facilities is proposing a project to replace the shingled roofing systems on the entirety of Norris Elementary School.**

### Background / Existing Conditions

Norris Elementary School was constructed in 1957 with additions built in 1962 & 1996. The current roofing system (shingled) on the North Wing was last installed in 1989, and 1996 when the last addition was constructed. A major roofing repair was performed to a section of 100 west wing completed in 2013 with a 3-tab style shingle as part of an insurance claim. The architectural shingles from the 1996 addition have been rapidly deteriorating, leading to roof leaks which frequently require patch repair. It is important to note that these shingles experienced a premature failure and EHPS placed a claim with the manufacturers (Building Products Co.) court appointed system in 2018. As a result, EHPS received a prorated cash settlement totaling \$2,535 for faulty shingles at Norris. This amount was used to cover leak repair costs until the various impacted roofing systems could be totally replaced.

The BP Co. "Eclipse" shingle material continues to physically degrade as seen in the attached picture. The uniformity of the deterioration requires replacement of the entire system, as continuing to install patches to address leaks will only worsen and is not a practical solution to this ongoing problem. Since the majority of the roofing system is more 20 years old, they are eligible for partial reimbursement through the State School Construction Grant Program (OSCGR).



## Project Overview

The project will consist of completely removing the existing shingles, underlayment and flashing to expose the roof deck. Following with approximately 54,450 square feet of new architectural shingles and underlayment. Any compromised sections of the roof deck will be replaced prior to installation of new underlayment and architectural shingles. Schematic drawings and an estimate of probable cost have been produced by the Friar Architecture and reflected below. Warranty will be a minimum of 20 years with a 10-year non-prorated portion covering labor and materials.

## Project Budget

<b>Design</b> – Includes: Conceptual Design and Estimate, Schematic Design and Construction Documents, preparing required OSCGR documents and attending required State meetings, bid phase support, construction phase services, and miscellaneous services required for the State process.	<b>\$15,000</b>
<b>Construction-</b> Full removal of existing roofing, replace decking as needed, and install new underlayment and shingles.	<b>\$435,600</b>
<b>Project Total</b>	<b>\$450,600</b>

Estimated State Reimbursement = **\$270,600**

**Estimated Local Share: A local share budget of \$180,000 has been carried to account for unforeseen ineligible and a limited-eligibility roof section.**

## Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSCGR) program as a Roof Replacement project. Currently, East Hartford is qualified for reimbursement from the state at a rate of 76.43% for eligible cost for the majority of the roof, the West Wing will have a reduced eligibility due to age (10 years old). East Hartford will fund 23.57% of the eligible project costs. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application to the OSCGR.

The Board of Education will fund the entire local share of the project out of its capital reserves, where the \$180,000, local share has been budgeted as part of the FY2024 CIP.

### Procedural Steps

- October 16, 2023- Review and Approval of this document and Education Specs by Facilities Committee
- October 16, 2023- Review and Approval of this document and Education Specs by Board of Education
- November 1, 2023- Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- Grant application can commence with a target filing date of December 2024



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Norris Elementary School Flooring Abatement

---

Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the to the Norris Elementary School Flooring Abatement Project.

The Norris Elementary School infrastructure project to abate and replace flooring has been approved by the East Hartford Board of Education.

This project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: M. McCaw, Chief Administrative Officer  
B. Whittaker, BOE Chief Operations Officer  
J. Rovezzi, BOE Asst. Director-Facilities



## MEMORANDUM

**DATE:** November 1, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa N. McCaw, CAO and Director of Finance

**TELEPHONE:** (860) 291-7246

**RE:** **Board of Education - Norris Elementary School Flooring Abatement**

---

By way of this memo, attached please find a resolution related to the Norris Elementary School Flooring Abatement Project.

The Norris Elementary School infrastructure project to abate and replace flooring has been approved by the East Hartford Board of Education. This project, however, requires Town Council approval before it can move forward.

The attached resolution adds the project to the Town's 5-Year Capital Improvement Plan, approves the total project appropriation, authorizes submittal of a grant request to the State Department of Administrative Services, Office of School Construction and Grants Review, for school renovation projects and allocates the local share of funding as a match to the grant request.

I have attached the Board of Education materials for your review in consideration of this request.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ben Whittaker, BOE Chief Operations Officer  
James Rovezzi, BOE Asst. Director- Facilities



**EAST HARTFORD PUBLIC SCHOOLS**

**EDUCATIONAL SPECIFICATIONS**  
**OF**  
**SCHOOL CONSTRUCTION GRANT APPLICATION**

**PROJECT:**  
**NORRIS ELEMANTARY SCHOOL**  
**FLOORING ABATEMENT PROJECT**

40 Remington Road, East Hartford, CT 06108

**SUBMITTED TO:**  
**STATE DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**DIVISION OF CONSTRUCTION SERVICES**  
**OFFICE OF SCHOOL CONSTRUCTION GRANTS**

450 Columbus Blvd, Suite 1503  
Hartford, CT 06103  
860-713-6480

Prepared by:  
Jim Rovezzi, Assistant Director of Facilities  
East Hartford Public Schools  
860-622-5952

September 20, 2023

## EDUCATIONAL SPECIFICATIONS

### PROJECT: Norris Elementary School Flooring Abatement

#### 1. PROJECT RATIONALE

Norris Elementary School, was constructed in 1968, with additions in 1962 and 1996. And much of the flooring in the original building and the 1962 addition is compromised of Vinyl Asbestos Tile (VAT) flooring. Out of the buildings total 37,000 square foot floorspace, approximately a total of 23,000 total square feet of VAT exists in the school. Some hallways and offices have glued down carpet over VAT flooring, but attempting to remove the carpet risks pulling up the VAT underneath, requiring both flooring materials to be abated in their entirety.

About 2,400 sf of the VAT is covered by glue-down carpeting located in hallways and 2 offices, and there is 20,600 sf of VAT in classrooms, support areas and remaining offices and hallways. Project will properly abate all VAT and mastic and new Vinyl Composition Tile (VCT) will be installed in its place.

#### 2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize the Norris Elementary School in its current capacity for the next twenty years and beyond.

#### 3. THE PROJECT- Select Areas

Current space:                      Project will impact the following instructional and support spaces (~23,000 sf):

<u>Room #</u>	<u>Room Type</u>
#101	Classroom Grade 3
#103	Classroom Grade 4
#105	Classroom Grade 5
#113	Classroom Grade 4
#115	Classroom Grade 3
#112	Classroom Grade 3
#114	Classroom Grade 5
#116	Music Classroom
#118	Art Classroom
#212	Classroom Grade 1
#213	Classroom Grade 2
#214	Classroom Grade 1
#215	Classroom Grade 2
#216	Classroom Grade 1
#218	Classroom Grade
#142	Supply Room

No Rm.#	Cafeteria/Auditorium
No Rm. #	Main Kitchen
#208	Teachers Work Room
#206	Teachers Lounge
#210	School Supplies Room
#203	Custodians Office
No Rm.#	Restroom by Custodians Office
No Rm.#	Main Offices (4 rooms)
No Rm.#	Health Room (Nurse)
100 Section	Hallway/Corridor
200 Section	Hallway/Corridor

Current space: All Classrooms, Offices and Support Spaces listed above. Total of approximately 17,400 square feet

Construction: All furniture will be temporarily moved out of these areas, existing flooring and mastic properly abated (removed and disposed), new Vinyl Composition Tile installed, and furniture moved back into place.

Final Space: Same as current space.

FF&E: None, Moves only.

\*\*\*\*\*

Current space: All Hallways/Corridors listed above serving classrooms, offices and support areas, and main lobby. Total of approximately 5,600 square feet

Construction: Existing flooring and mastic properly abated (removed and disposed), and new Vinyl Composition Tile installed.

Final Space: Same as current space.

FF&E: None

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.

Ceilings: Not applicable.

Lighting: Not Applicable.

HVAC: Supply and return registers will be properly sealed during abatement, then returned to service.

Plumbing: Not applicable.

Chimney: Not applicable.

Windows/Doors: No modifications, but doors and windows in containment areas will be properly sealed during abatement, then returned to service.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Norris Elementary School project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Norris Elementary School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- Adult Education programs
- Basketball practices
- General meeting space
- PTO sponsored fundraisers and community events
- Voting Poles
- Town Parks & Recreation Camps
- Summer School
- YMCA Camps
- After School Program



*Department of Facilities*

## **Norris Elementary School (40 Remington Road) Flooring Abatement Project Project Description and Budget**

September 21, 2023

East Hartford Public Schools Department of Facilities is proposing a project to abate (remove) and replace all remaining asbestos containing tile flooring at the Norris Elementary School and replace with new Vinyl Composition Tile.

### Background / Existing Conditions

Norris Elementary School, was originally constructed in 1957, with additions completed in 1962 and 1996. And much of the flooring in the original and 1962 addition is comprised of Asbestos Tile (VAT). Out of the buildings total 37,000 square foot floorspace, approximately 23,000 total square feet of VAT currently exists in the building. Included in this amount is 17,400 S.F. in classrooms, offices and support areas, and 5,600 S.F. in hallway space. Some of the hallways and 2 offices (2,400 square feet) have VAT flooring which is covered by glued-down carpet. The carpet cannot be removed separately for replacement, since the VAT underneath risks being pulled up with the carpet, requiring abatement.



Aside from looking very dated, there are several areas of flooring that have been patched over the years with mismatched tiles, and other areas where the tiles are damaged to the point of being a hazard. Creating uniformity in the facility will create a much better user experience and a “fresh” look for a dated facility while eliminating potential health hazards and the risk of needing an emergency abatement.

## Project Overview

Project will properly abate all VAT and mastic and new Vinyl Composition Tile (VCT) will be installed in its place and a new flooring design scheme will be adopted similar to recent full scale abatement project, which consists of a selected color tile (field/primary) with random solid accent color tiles in the hallways (example shown in photo), and a darker field color in the classrooms. The abatement process will require the school to be completely shut down during the Summer of 2024. All furniture will be moved into the gymnasium, with additional on-site storage containers if required. When the abatement process is complete and air testing confirms the building is safe to re-occupy, new VCT flooring will be installed and a protective finish applied prior to moving all furniture back. The building will be re-opened for the upcoming school year in late August of 2024.



*Example of a Completed Floor Tile Installation*

## Project Budget

<b>Design</b> – Includes: Abatement Plans and specs, CT DPH application, pre-bid conference and contractor selection, abatement project management and required monitoring, air quality testing, and miscellaneous design drawings and professional services required for the State process.	<u>\$35,000</u>
<b>Construction-</b> Abatement and removal of VAT and Mastic, install new VCT flooring, and vinyl cove base. Includes moving services and 5% contingency	<u>\$347,060</u>
<b>Project Total</b>	<b>\$382,060</b>

Estimated State Reimbursement (eligible costs) @ 76.43% = **\$290,060**

**Estimated Local Share @ 23.57% = \$90,052. A local share budget of \$92,000 has been carried to account for unforeseen ineligible.**

## Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants program as a Code Correction project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of the project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application (State OSCG Form ED-049).

The Board of Education will fund the entire local share of the project out of its FY2024 operating budget. \$92,000 local share has been budgeted as part of the FY2024 CIP.

## Procedural Steps

- October 16, 2023- Review and Approval of this document and Education Specs by Facilities Committee
- October 16, 2023 - Review and Approval of this document and Education Specs by Board of Education
- November 1, 2023 - Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- December - Grant application and design work can commence



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 20, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Juvenile Review Board Support and Enhancements

---

The Town of East Hartford is looking to apply for funding for the support and enhancement of services provided by the Town's Juvenile Review Board (JRB) in the amount of \$23,000. No local match is required for this grant.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
L. Burnsed, Human Services Director  
A. Calderon, Program Supervisor

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

**FROM:** Paul O'Sullivan, Grants Manager 

**SUBJECT:** Council Resolution – Juvenile Review Board Support and Enhancement Grant

**DATE:** October 20, 2023

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply for grant funding for the support and enhancement of services provided by the Town's Juvenile Review Board (JRB).

Established in 1974, the East Hartford JRB offers a meaningful alternative to criminal court for East Hartford youth, ages 9-17, referred by the East Hartford Police Department, Public Schools and Youth Services. This diversion is an option for offenders who have committed a misdemeanor offense and admit responsibility. More information concerning the JRB is attached.

The Youth Services Department is the lead agency for the JRB. They intend to use the grant funds for more follow-up and case tracking services.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on November 1, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Laurence Burnsed, Health and Social Services Director  
Astrid Calderon, Youth and Social Services Program Supervisor

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: Juvenile Review Board Support and Enhancement

Funder: State of Connecticut via CT Youth Services Association

Grant Amount: \$23,000.00

Frequency:     One time     Annual     Biennial     Other See comments

First year received:	<u>2023</u>		
Last 3 years received:	<u>2023</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$ 30,000</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    Support and enhancement of services offered by the local Juvenile Review Board (JRB)

Results achieved:    More follow-up and case-tracking services for clients engaged with the JRB

Duration of grant:    One year

Status of application: Under development

Meeting attendee:    Youth Services Director Cephus Nolen, x7181

Comments:    None



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[Home](#) > [Departments](#) > [Youth Services](#) > Juvenile Review Board

## Juvenile Review Board

Established in 1974, the East Hartford JRB is a collaborative effort between East Hartford Youth Services, East Hartford Police Department, East Hartford Fire Department, East Hartford Public Schools, Juvenile Probation (Court for Juvenile Matters), the Latin Enrichment Organization, CT Department of Children and Families (DCF), and InterCommunity Mental Health (School Based Health Center).

The East Hartford Juvenile Review Board (JRB) offers a meaningful alternative to criminal court for East Hartford youth, ages 9-17, referred by the East Hartford Police Department, Public Schools and Youth Services. This diversion is an option for offenders who have committed a misdemeanor offense and admit responsibility. It is also an option for those who exhibit behavior that is detrimental to the family or school environment (beyond control of the parent, chronic runaway, substance abuse issues, social media concerns, etc.) The parent/guardian must consent to their child's diversion away from the Juvenile Court and to the local JRB for local services.

The parent/guardian of any youth who commits a criminal or FWSN violation (and is eligible) will be issued a JRB Summons by the police, the school, or by Youth Services. This summons offers a diversion from the Juvenile Court and affords the youth and family the opportunity to address the issue without a Juvenile Court record. Failure to comply with the disposition of the JRB may result in a summons to the Court for Juvenile Matters (Hartford). Most services offered by the JRB are with agencies right here in the East Hartford Community; with East Hartford Youth Services being the primary service provider. All programs at East Hartford Youth Services are free of charge and available only to town residents.

For questions or concerns regarding the JRB or the issuance of a JRB Summons, contact Marc Bassos, Youth Outreach Coordinator, East Hartford Youth Services at 860-291-7182.

**Source URL:** <https://www.easthartfordct.gov/youth-services/pages/juvenile-review-board>

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 1<sup>st</sup> day of November, 2023

## R E S O L U T I O N

**WHEREAS;** the State of Connecticut, through the Connecticut Youth Services Association (CYSA), has made funding available for the support and enhancement of the East Hartford Juvenile Review Board (JRB), and;

**WHEREAS;** the JRB offers a meaningful alternative to criminal court for East Hartford youth, ages 9-17, referred by the East Hartford Police Department, Public Schools and Youth Services,

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of Connecticut and/or the CYSA as they pertain to this JRB Support and Enhancement Grant grant.

**AND I DO CERTIFY** that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_ day of November, 2023.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Town Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 24, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Upgrade Fencing at Town Pools

---

Public Works Director Alexander Trujillo is requesting funding to upgrade the fencing at Terry and Martin Pools.

Please see the enclosed request to create a new American Rescue Plan Act (ARPA) project titled "Upgrade Fencing at Town Pools" and the transfer of monies to fund the project.

Please place this item on the Town Council agenda for the November 1, 2023 meeting.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
M. McCaw, Chief Administrative Officer  
C. Sasen, Risk Manager  
A. Trujillo, Public Works Director



**TOWN OF EAST HARTFORD PUBLIC WORKS  
MEMORANDUM**

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To: Mayor Michael P. Walsh

From: Alexander M. Trujillo,  Director of Public Works

Date: 10/24/2023

RE: Fence Upgrades at Terry and Martin Pool Facilities

---

I am requesting funding in the amount of \$75,390 to upgrade the fencing at Terry (\$23,495) and Martin (\$51,895) pool facilities. This upgrade includes replacing the fence mesh and height to make it uniform with our other pool facilities. It also would enhance the facility by replacing the old mesh that has had several repair patches over the years.

My staff and I are available to provide additional information as required.

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Michael P. Walsh  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – New ARPA Project & Funding  
**DATE:** October 22, 2023

---

Attached is a draft Town Council resolution authorizing the creation of a new American Rescue Plan Act (ARPA) project titled “Upgrade Fencing at Town Pools” and the transfer of monies to fund this project.

Also attached is a memo from Public Works Director Alexander M. Trujillo requesting funding the upgrade of fencing at Terry and Martin Pools. The memo describes the need and rationale for the work to be funded.

Funds for this project are to be transferred from the ARPA account titled “Small Business Support and Resources – Qualified Census Tracts.” Some applicants to the Small Business Assistance Program have since decided against the projects they originally sought, returning those funds back to the Town. This has freed up enough funding for the fencing project.

Please note that the request for ARPA funds is slightly higher than the cost stated in Director Trujillo’s memo, in order to cover any minor unanticipated costs. Any costs beyond this amount will require further Council action.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on November 1, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Melissa McCaw, Chief Administrative Officer  
Christine Sasen, Risk Manager  
Alexander Trujillo, Public Works Director

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 1st day of November, 2023

## R E S O L U T I O N

**WHEREAS;** the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

**WHEREAS;** in order to most effectively use these funds, the authorization of new projects is periodically necessary;

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to add the following to the approved list of ARPA Projects:

1. "Upgrade Fencing at Town Pools"

**AND LET IT BE FURTHER RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$80,000.00 from "Small Business Support and Resources – Qualified Census Tracts" to "ARPA Unallocated Balance"
2. Transfer \$80,000.00 from "ARPA Unallocated Balance" to "Upgrade Fencing at Town Pools"

**AND I DO CERTIFY** that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of November, 2023.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Town Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 24, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: BID WAIVER: Best Automotive Parts LLC

---

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request to enable Public Works to purchase automotive parts from Best Automotive Parts LLC for fleet repairs under the Public Works jurisdiction.

Please place this information on the Town Council agenda for the November 1, 2023 meeting.

C: M. McCaw, Finance Director  
M. Enman, Purchasing Agent  
A. Trujillo, DPW Director



**TOWN OF EAST HARTFORD PUBLIC WORKS  
MEMORANDUM**

---

To: Mayor Michael P. Walsh  
From: Alexander M. Trujillo, Director of Public Works  
Date: 10/23/2023  
RE: Bid Waiver – Best Automotive Parts LLC

---

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver up to the limit of \$9,999.00 to enable Public Works to purchase automotive parts as necessary from Best Automotive Parts LLC. for fleet repairs under the Public Works jurisdiction.

**Background:** The bid waiver is essential to procure automotive parts to assure that fleet vehicles are repaired in a timely manner and that there is no delay on parts do to supply chain issues. This vendor has been able to find parts for us at below competitor rates for parts that are not readily available from other suppliers or the dealers.

We recently needed parts for an undercover police vehicle and although under the purchasing policy we have used this vendor in the past, this purchase caused us to exceeded the \$5000 threshold by \$697.19. After searching with our other vendors including the dealer, they were the only one able to source the items in New York state at a 40% discount from list price and at a lower price point compared to cost estimates provided by the vendors that we have purchase orders with but were not able to acquire the items because they were backordered with no date for availability.

Thank you for your consideration of this request. My staff and I are available to provide additional information as required.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 10, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee

---

Please see the attached job description for the Career Coach. The new job description focuses on how the Career Coach will recruit, enroll, coach, and connect jobseekers to career training and further placement support services.

Please place this item on the Town Council agenda for the October 17, 2023 meeting for referral to the Personnel and Pension Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

September 29, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Career Coach

Dear Mr. Walsh:

Please see the attached job description for the Career Coach. The new job description focuses on how the Career Coach will recruit, enroll, coach, and connect jobseekers to career training and further placement support services.

The Career Coach will track and document all services provided and progress toward all grant outcomes. They will coordinate and collaborate with all Health and Human Services staff, other Town of East Hartford departments, and outside partners to ensure effective and streamlined services and delivery. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to meet all grant outcomes successfully.

The Career Coach will also support the town's strategic plan and work closely with management to ensure alignment and consistent progress toward those goals.

- 70% of the time will be spent providing career development services such as recruitment, enrollment, soft skills development, and coordination into job training
- 25% of efforts will be dedicated to entering, organizing, and maintaining accurate data, reporting, and main files for all participants aligned and leading towards successful grant outcomes, including administrative and compliance responsibilities
- 5% of the time will support management and the entire Health and Human Services team with assessment, planning, and improvement of the service delivery model and its execution.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE: Career Coach**

**LEVEL: 5**

**DEPARTMENT:** East Hartford Works  
11/1/2023

**DATE:** 2-6-2023

### POSITION DEFINITION:

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in strategies and opportunities leading to economic prosperity for EH residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students, and support community engagement through resident leadership and capacity building opportunities. All our strategies focus on the earning and achievement gaps, and all services are available in Spanish and English. The EHW Career Coach will support individuals interested in pursuing career pathways and employment. The Coach's primary responsibility will be to conduct intakes, provide case management, and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall assist in organizing programming for job seekers that focuses on job readiness and professionalism. The Coach will keep records of job seekers' involvement, manage data and outcomes of programming, and help cultivate interest in the program throughout the community. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies, and residents in East Hartford.

East Hartford Works is a municipal workforce and economic development program within the town of East Hartford's Health and Human Services Department. Our mission is to provide workforce development opportunities including job training and matching for adults, increase career and workplace learning opportunities for students, and address barriers that get in the way of residents seeking these opportunities. Our strategies focus on reducing racial earning and achievement gaps and our services are available in Spanish and English. The Coach's primary responsibility will be to conduct in-takes, provide client coaching, develop individualized employment and training plans and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall also support the wider goals of EHW that focus on job quality and implementing workforce and economic systems change that impact our region and local community. The Coach will build professional relationships, advising job seekers of all ages, keep records of job seekers involvement in programs and referrals, manage data and outcomes of programming, and help cultivate interest in the program in the community through extensive outreach and community partnerships. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies and residents in East Hartford.

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### ESSENTIAL JOB FUNCTIONS:

- ~~Conduct 1:1 Career Coaching Sessions that support job seeker setting and advancing on career goals. May include home visits and community outreach to promote program opportunities.~~
- ~~Supervise Summer Youth Employment case management for the grant funded Youth Employment and Learning Program.~~
- ~~Acts as lead staff in managing the Resident Advisory Council, bringing members together monthly and guiding community leadership efforts.~~
- ~~Perform administrative duties associated with program requirements including acting as a purchasing agent, scheduling events, ordering materials, and generating outcome reports.~~
- ~~Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services and strengthen community ties.~~
- ~~Attend workshops, training programs and presentations as relevant to Job Goals and when recommended by Director.~~

- ~~Manages communication efforts, including, Facebook posts, department website and weekly email blast.~~
- ~~Communicates successfully with residents, families, business and public officials.~~
- ~~Think and act in ways that respect ethnic, cultural and language diversity.~~
- ~~Understand the class and cultural backgrounds of families.~~
- ~~Maintain a flexible work schedule, including nights and weekends, as appropriate.~~
- ~~Follow Town of East Hartford policies and regulations.~~
- ~~Perform administrative duties specified by the Initiative Director and/or as may be determined by the Mayor's office.~~

**Essential Job Functions:**

- Maintain a caseload of job seekers that will incorporate community outreach to promote program opportunities, enrolling individuals through a holistic intake process, conducting 1:1 Career Coaching sessions that support job seeker setting and advancing on career goals, navigating relevant service and resource referrals and enrollments, addressing barriers to employment, and regularly providing status updates to Director and other team members.
- Support Summer Youth Employment intern and worksite case management for the Summer Youth Employment and Learning Program in May through September.
- Perform administrative duties associated with program requirements, including scheduling and attending community events, tracking and generating data for outcome reports, leading resume-building workshops, and remaining well-versed and knowledgeable of relevant programs and regional issues related to workforce development
- Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services, and strengthen community ties.
- Attend workshops, training programs, and presentations relevant to Job Goals and when the Director recommends.
- Participate in monthly meetings with other department staff supporting residents with needs.
- Support communication efforts highlighting programming and opportunities as required by managers and funders, which may include Facebook posts and designing outreach materials.
- Communicates successfully with residents, families, business and public officials.
- Think and act in ways that respect ethnic, cultural and language diversity.
- Understand the class and cultural backgrounds of families.
- Maintain a flexible work schedule, including nights and weekends as appropriate.
- Follow the Town of East Hartford policies and regulations.
- Perform administrative duties specified by the Initiative Director and/or as may be determined by the Mayor's office.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ~~Effective communication skills required — including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates — fluent in spoken and written Spanish~~
- ~~Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses~~
- ~~An understanding of and experience working with initiatives committed to community engagement and racial equity~~
- ~~Familiarity and experience with workforce development systems and organizations~~
- ~~Strong organizational skills and effective problem-solving skills~~
- ~~Knowledge and experience with Microsoft Office products~~
- ~~Knowledge and experience with budgeting, accounting, and bookkeeping procedures~~

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- ~~Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets~~
- ~~Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles~~
- ~~Experience writing and managing grants preferred~~
- ~~Ability to work both independently and collaboratively~~
- ~~Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.~~

**Knowledge, Skills, and Abilities**

- Bilingual/Bicultural, Spanish/English skills helpful but not required,
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Strong organizational skills and effective problem-solving skills
- Excellent Customer Service and interpersonal skills while demonstrating team orientation and flexibility with a professional demeanor
- Ability to analyze and interpret data and create reports and presentations
- Ability to work independently and collaboratively
- Ability to navigate computer systems, including email, Microsoft Office suite, Google platforms, and other apps as required for reporting and documentation.
- Program development and workforce development experience preferred, including creating individual employment plans and coaching individuals working to achieve short- and long-term goals or work plans.

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**PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- ~~Works in an office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals daily.~~
- ~~Must be able to work under stress from demanding deadlines and changing priorities and conditions.~~

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**JOB QUALIFICATIONS:**

- Bachelor’s degree strongly preferred but not required
- Fluent in spoken and written Spanish, preferred
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Experience with case management preferred, specifically regarding guidance, mentorship, or, counseling for individuals entering and advancing in the workforce.
- Program development and workforce development experience preferred, including the ability to create individual employment plans.
- Strong organizational skills and affect the problem
- Ability to work independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable

**LICENSING REQUIREMENTS:**

- ~~Valid Motor Vehicle Operator’s License.~~

Commented [BL2]: Inserting standard language HR shared when I revised recent PDs

**Physical and Mental Demands:**

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The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

**Work Environment:**

- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting resident outreach.
- Occasional after-hours work may be required for outreach and education events.

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**General Guidelines:**

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**